

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 67-32.A

Subject:

DATE: 02-26-81

Sunset Review:

STUDENT EMERGENCIES

1. PURPOSE. This directive establishes procedures for notification of appropriate persons in the event of emergency involving a student at the Federal Law Enforcement Training Center (FLETC).
2. SCOPE. The provisions of this directive apply to all students attending the FLETC.
3. RESPONSIBILITIES. On-site participating organization representatives, program managers, and the Facility Police Division will have joint responsibility to assure that the proper notification is made to the student or the next of kin or to a student's family in case of an emergency. In addition, all students and personnel at FLETC will be responsible to assist in the notification process as necessary.
4. PROCEDURE. Any emergency involving a student will be reported to the facility police who will take appropriate action, unless the initial contact is with the on-site organization representative. The following procedure will be employed:
 - a. Upon notification of an emergency:
 - (1) Facility Police will contact the on-site organization representative or program manager if the student does not have an on-site representative or the on-site representative cannot be contacted.
 - (2) The on-site organization representative will contact the student and the student's program manager as appropriate.
 - (3) The program manager will contact the student if there is no on-site organization representative or if the on-site organization representative cannot be contacted. Provide information to on-site organization representative as soon as feasible. Each program manager will designate an alternate to convey emergency messages in his absence.

b. The on-site representative or program manager will take responsibility to notify:

(1) the Deputy Director and Public Affairs Officer in cases of extreme emergency such as the death of a student,

(2) the family in case of death, serious student illness or injury or,

(3) the student in case of family emergency,

(4) the faculty advisor,

(5) the Personnel Division's injury coordinator on the first working day following an injury or illness and carry out the provisions of FLETC Directive No. 68-10.A.

c. If a student is taken to the hospital, the facility police will identify the student and proceed with the appropriate notification, as outlined in Paragraph 4.a.

d. Facility Police Division will maintain a log of all emergency calls received.

5. OFFICE OF PRIMARY INTEREST. Office of Program Management.

A. F. Brandstatter
Director